

From the list of **20 tips** provided, rank the **top 12** in terms importance to you (1 being the most important). They might all be important, but which do you think will be *most* important? Why?

- _____ Start by being firm with your students - you can relax later.
- _____ Write classroom rules/expectations together with your students.
- _____ Know and use your students' names.
- _____ Make sure your instructions are clear.
- _____ Start the class with a 'bang' and sustain interest and curiosity throughout.
- _____ Avoid confrontations.
- _____ Use humor.
- _____ Vary your teaching techniques.
- _____ Be mobile: move around the classroom.
- _____ Get silence before you start speaking to the class.
- _____ Greet your students as they arrive to class.
- _____ Be warm and friendly to your students.
- _____ Have extra material prepared in case things go faster than you think.
- _____ Always arrive early to class.
- _____ Let your students know how to contact you outside of class.
- _____ Prepare your lessons well, but always have a Plan B.
- _____ Take attendance every day.
- _____ Give homework on the first day.
- _____ Tell students how they will be assessed from the beginning of the course.
- _____ Be redundant. Students should meet key material at least three times.

Tips collected from Penny Ur (in A Course in Language Teaching: Practice in Theory, Cambridge University Press, 1996) and Joyce T. Powlacs (101 Things You Can Do the First Three Weeks of Class <http://honolulu.hawaii.edu/intranet/committees/FacDevCom/guidebk/teachtip/101thing.htm>)

REMEMBER: THINK – PAIR – SHARE!